

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

May 28, 2009

PRESENT: Tom Diedrick, Patricia Finder-Stone, Keith Pamperin, Pat Cochran
Grace Aanonsen, Bill Clancy, Steve Daniels, Judy Parrish, Libbie Miller

EXCUSED: Donajane Brasch, Warren Skenadore

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, Denise Misovec,
Jennifer Nelson, Devon Christianson, Barb Michaels, Dr. Donarski

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Ms. Finder-Stone to adopt the April 23, 2009 agenda. **MOTION CARRIED.**

INTRODUCTIONS were made.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF April 23, 2009:

Ms. Miller moved and Ms. Parrish seconded to approve the minutes of the regular meeting of April 23, 2009. **MOTION CARRIED.**

FINANCIAL REPORT:

A. REVIEW AND APPROVAL OF THE APRIL, 2009 REPORT: Ms. Archambault reported that everything appears to be on target. She noted that the \$150,708.49 of expense under Fiscal Agent reflect a return of the advance we had received from Human Services to cover payroll when we provided fiscal agent services. Now that we are no longer the fiscal agent, these dollars were returned. Under revenues she reported that we should be receiving the Title III dollars shortly and there are no major concerns.

Sup. Clancy moved and Ms. Cochran seconded to approve the April 2009 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: There were no restricted donations.

C. REQUEST FROM N.E.W. CURATIVE FOR \$1,000 FOR VAN REPAIR:

Ms. Archambault directed board members to the correspondence included in the board packet. N.E.W. Curative Rehabilitation, Inc. is requesting \$1,000 to meet an insurance deductible for damages to a Red Cross Van that was involved in an accident.

Ms. Archambault recommended these dollars be taken out of the 85.21 Transportation dollars.

Ms. Finder-Stone moved and Ms. Cochran seconded to approve giving N.E.W. Curative \$1,000 from the 85.21 Transportation Account. **MOTION CARRIED.**

REPORT ON PREVENTION GRANT ACTIVITIES: Barb Michaels, Project Coordinator for the ADRC's Falls Prevention Program, presented an overview of the prevention programs. In 2006-2007 we received a prevention grant of \$94,268 to implement "Stepping On" and "Living Well with Chronic Conditions", two evidence-based programs implemented in Brown and

Kewaunee Counties. "Stepping On" is a 7-week falls prevention workshop that offers mutual support, provides information about the many aspects of falls prevention, introduces simple exercises designed to improve balance and teaches strategies to prevent falls. "Living Well with Chronic Conditions" is a 6-week workshop designed to help participants find and support practical ways to deal with pain and fatigue, discover better nutrition and exercise choices, understand how to evaluate new treatment choices, and learn better ways to talk with your doctor and family about your health. During 2006-2007 a local advisory committee was established with 17 committee members representing all four health centers. During this time, 16 workshops plus 8 follow-up booster classes were held serving 204 participants, 38 facilitators were recruited and trained, and 18+ expert/facilitator partnerships were established.

A second prevention grant of \$223,178 was received for the period of April 2008 thru December 2009 for Brown and Kewaunee Counties. These dollars were used to increase the capacity for "Stepping On" and "Living Well with Chronic Conditions", to introduce "Sure Step", a program for in-home falls assessment, and "Keep Stepping", an 8-week exercise program offered at NWTC for those who have completed Sure Step. Through May of 2009:

- 215 people have participated in Living Well and Stepping On (75% of our goal)
- 47 people have participated in Sure Step (98% of our goal)
- 41 people will complete Keep Stepping (68% of our goal)

In addition, we have recruited, trained and maintained a pool of 10 Living Well facilitators and 21 Stepping On facilitators.

Ms. Archambault reported that there will be no prevention grant next year to support these programs. A minimum budget of \$22,899 is projected in order to provide 4 sessions each of Living Well with Chronic Conditions and Stepping On in 2010. She noted that the Coordinator's position is essential to the success of these programs. We will be looking at the possibility of finding other funding sources/partnerships to continue these programs in 2010.

DISCUSSION RE: SEMINAR ON CRIMES AGAINST THE ELDERLY: Mr. Daniels stated that there is a possibility of partnering with Allouez Deputy John Flannery to present a seminar on *Crimes Against the Elderly*. At this time subjects such as scams and violence against the elderly are being considered. Mr. Daniels was inquiring if this would be something the board feels would be beneficial and would support. It was the consensus that the board would support this project.

REVIEW/ OF COUNTY BUDGET TIMETABLE: Ms. Archambault referred board members to the 2010 Administration Budget Workplan included in the board packet. She reviewed the deadlines for the submission of equipment price requests to Purchasing, and the deadline for SWOT forms. She noted that Budget Packets will be distributed on July 7th and she will be required to submit our budget to Administration on July 17th. With this timeline in place Mrs. Archambault noted that the ADRC Board will be reviewing a preliminary budget at our June meeting.

REVIEW/ OF SWOT ANALYSIS: Ms. Archambault explained that as part of the budget process, departments are asked to complete a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis. This year, we have been asked to pick the top three priorities in each category and describe how we could either capitalize or counteract them. In addition, action steps were required in each area. She noted that staff were involved in this process and had identified the following as priorities:

Strengths:

1. Our Mission & Culture - Board of Directors commitment and support of staff reflect the mission of the ADRC, creating a positive place to work, high staff morale and statewide reputation as a model organization.
2. The ADRC staff are high achievers and respond positively to the challenges, constant change, and complexities they face in meeting federal and state requirements while maintaining their commitment to providing quality services to the consumer.
3. The ADRC facility has a warm and welcoming environment that fosters consumer confidence and enhances consumer knowledge of community resources.

Weaknesses:

1. Lack of space.
2. IT/IS - Lack of electronic documentation management system; databases required by state not user-friendly.
3. Parking - Consumers' number one complaint regarding ADRC.

Opportunities:

1. Family Care - ADRC will be the entry-way into publicly funded long-term care services when Family Care is available in Brown County.
2. Regionalization.
3. Community Partners and Collaboration.

Threats

1. The economy and its impact on national, state, and county services for older consumers and other adults with disabilities.
2. Regionalization.
3. Lack of clarity regarding scope of services ADRCs provide in the areas of mental health and AODA.

Ms. Archambault noted that the SWOT forms are due to Administration on Monday, June 1st.

DIRECTOR'S REPORT: Ms. Archambault distributed a copy of the amended by-laws that were approved at last months meeting.

ELECTION OF OFFICERS:

- A. Chairperson:** At this time Chairperson Diedrick stepped down and Ms. Parrish, Chairperson of the Nominating Committee, took the floor. Ms. Parrish presented Mr. Diedrick as the nominee for Chairperson. She asked three times if there were any other nominees from the floor. There were no other nominees. Mr. Pamperin moved and Ms. Finder-Stone seconded to cast a unanimous ballot to elect Mr. Diedrick as Chairperson. **MOTION CARRIED.**
- B. Vice-Chairperson:** Mr. Diedrick resumed his position as Chairperson. Ms. Parrish presented Mr. Pamperin as the nominee for Vice-Chairperson. Mr. Diedrick asked three times if there were any other nominees from the floor. There were no other nominees. Ms. Finder-Stone moved and Sup. Clancy seconded to cast a unanimous ballot to elect Mr. Pamperin as Vice-Chairperson. **MOTION CARRIED.**

- C. Secretary:** Ms. Parrish was the nominee for Secretary. Mr. Diedrick asked three times if there were any other nominees from the floor. There were no other nominees. Ms. Finder-Stone moved and Ms. Cochran seconded to cast a unanimous ballot to elect Ms. Parrish as Secretary. **MOTION CARRIED.**
- D. Treasurer:** Ms. Parrish presented Ms. Cochran as the nominee for Treasurer. Mr. Diedrick asked three times if there were any other nominees. There were no other nominees from the floor. Mr. Pamperin moved and Ms. Finder-Stone seconded to cast a unanimous ballot to elect Ms. Cochran as Treasurer. **MOTION CARRIED.**

ANNOUNCEMENTS: Mr. Diedrick announced that *Options* for Independent Living is hosting an open house today from 11:00 a.m. to 6:00 p.m. at 555 Country Club Road Green Bay, WI. Highly trained staff will be available to answer questions on benefits, housing, adapted equipment, remodeling or any other disability related issue you may have.

NEXT MEETING DATE – JUNE 25, 2009: The next ADRC Board of Director's Meeting will be held on Thursday, June 25, 2009.

DISCUSSION OF JULY MEETING DATE: With our budget due on July 17th, Mr. Diedrick suggested the Board meet earlier than the 4th Thursday in July in order to finalize the 2010 budget. The board, by consensus, decided to meet on Wednesday, July 15th, at 8:30 a.m.

ADJOURN: Ms. Finder-Stone moved to adjourn and Ms. Parrish seconded. **MOTION CARRIED.** The meeting adjourned at 9:45 a.m.

Respectfully submitted,



Arlene Westphal, Secretary